

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 138006, Sacramento, CA 95813-8006



September 1, 2000

CSSIN LETTER NO. 00-02

TO: ALL IV-D DIRECTORS  
ALL DISTRICT ATTORNEYS  
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: Time Study Report Certification Form

REFERENCE: FSD Letter No. 00-15

On July 17, 2000, the Department of Child Support Services issued FSD Letter No. 00-15 which distributed copies of the Time Study Report Certification form that is to be used for employees who are not required to time study on the CS 355 report. As with the original letter, this certification requirement does not change the rules regarding who must time study. It simply means, that there must be a completed certification form on file for any employees who are not required to time study.

Unfortunately, the certification form that was sent with the original FSD letter had a "SAMPLE" stamp on it, therefore, we are sending a clean copy of this form so it can be used for reproduction.

If you have any questions, please feel free to contact Mr. Gary Padilla at (916) 654-1208.

Sincerely,

EDWINA YOUNG  
Deputy Director  
Program Division

Reason for this Transmittal

- ☐ State Law or Regulation Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Change
- ☐ Clarification requested by One or More Counties
- ☒ Initiated by DCSS